

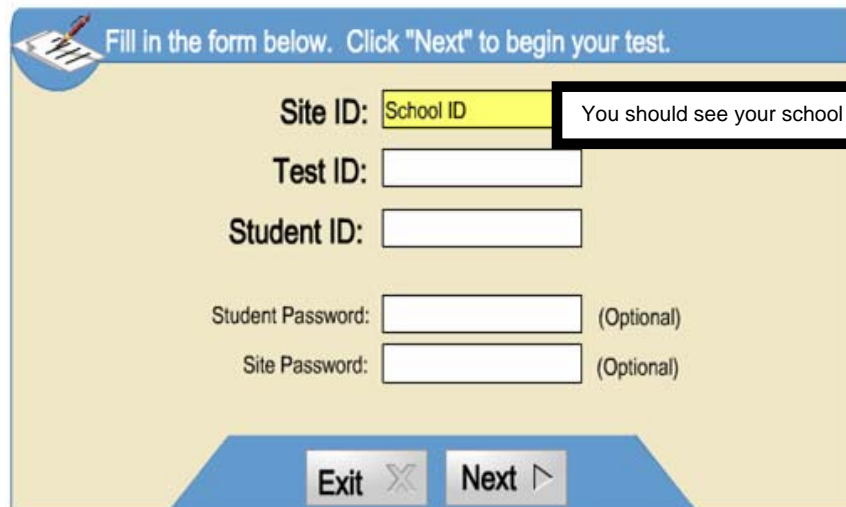
# APPENDIX G

## Student Instructions for Taking the Online End of Course Exam – Browser (Adapted with permission from Scantron Corporation)

1. If your teacher has not already set up the test:
  - a. Open the browser on the testing computer.
  - b. Go to <http://test.achievementseries.com>. You should see a screen like the one below.

Note: Do not type www following http://

If you receive an error message when you try to log in, you may need to use the Secure Test Client instead. See your teacher or test proctor for assistance.



The screenshot shows a login form with a blue header bar containing a pencil icon and the text "Fill in the form below. Click 'Next' to begin your test." Below the header, there are five input fields: "Site ID:" with a yellow box containing "School ID", "Test ID:", "Student ID:", "Student Password:", and "Site Password:". To the right of the "Student Password:" and "Site Password:" fields is the word "(Optional)". At the bottom of the form are two buttons: "Exit" with a close icon and "Next" with a right arrow icon. A black callout box points to the "Site ID" field with the text "You should see your school ID".

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## APPENDIX G Continued



### Online End of Course Exam – Browser

2. Log in to the exam:
  - a. Type the Site ID, Test ID and your Student ID in the appropriate areas. You will be given this information by the Test Administrator.
  - b. (If required) Type your student password and/or the site password in the appropriate areas. It is recommended these are not used.

Tip: You may have to click **Begin Test**.

- c. Click **Next**.
3. Listen to your teacher or the test proctor explain how to take the exam.
4. Take the test:
  - a. Click 1 or Next at the bottom of the test to go to the first question.



- b. Read each question.
    - Click  to select an answer. Click it again if you change your mind.
    - Click  the x to eliminate answer(s) you know are not correct. Click it again if you change your mind.
    - Check **Mark Answer for Review** if you are not sure of your answer and want to review it before turning in the test.  
☐ Mark Question For Review
    - Click **Next** to go to the next question.

5. When you finish the questions, review your answers, click **Go** to return to certain questions if necessary, then click **Turn in Test**.